

## PERSONAL Request for Use of Church Facilities and Equipment

Return form at least two weeks prior to date facilities are needed.

**NOTE: Personal use of facilities is limited to church members only & main building/SMB usage will involve a fee (parties for personal profit or commerce are not allowed).**

DATE SUBMITTED: \_\_\_\_\_ TYPE/PURPOSE OF EVENT: \_\_\_\_\_

PERSON REQUESTING FACILITIES: \_\_\_\_\_ DAY PHONE: \_\_\_\_\_

### SCHEDULING DESIRED:

Date desired: \_\_\_\_\_ Alternate date: \_\_\_\_\_

Time event will start: \_\_\_\_\_ Time event will end: \_\_\_\_\_

Time you plan to enter building: \_\_\_\_\_ Time you plan to exit building: \_\_\_\_\_

Time(s) you need door unlocked: \_\_\_\_\_ Time(s) you need door relocked: \_\_\_\_\_

Estimated Attendance: # Adults \_\_\_\_\_ # Children \_\_\_\_\_

**\*Groups larger than 25 cannot meet in Shepherd's House**

### ROOM(S) NEEDED:

Lower Kitchen    Lower Gym    Upper Kitchen    Upper Gym    Sanctuary    Chapel    Choir Room  
 Playground    Silverdale Room    Fireside Area    Silverdale Kitchen    Student Building  
 Other \_\_\_\_\_

**SHEPHERD'S HOUSE:**  ATLEE ROOM    ROOM #1    ROOM #7    KITCHEN    DOWNSTAIRS

ANNEX:  LEGACY ROOM

### EQUIPMENT/MATERIALS NEEDED:

Coffee Maker    Ice Machine    Chairs # \_\_\_\_\_

**Main Building Only:**  8-ft. Rectangular Tables # \_\_\_\_\_    6-ft. Round Tables # \_\_\_\_\_  
 Coffee Machine (only hostess operates)

**Shepherd's House Only:**  6-ft. Rectangular Tables # \_\_\_\_\_

Special Set-up Needed (draw diagram on another page)    Other \_\_\_\_\_

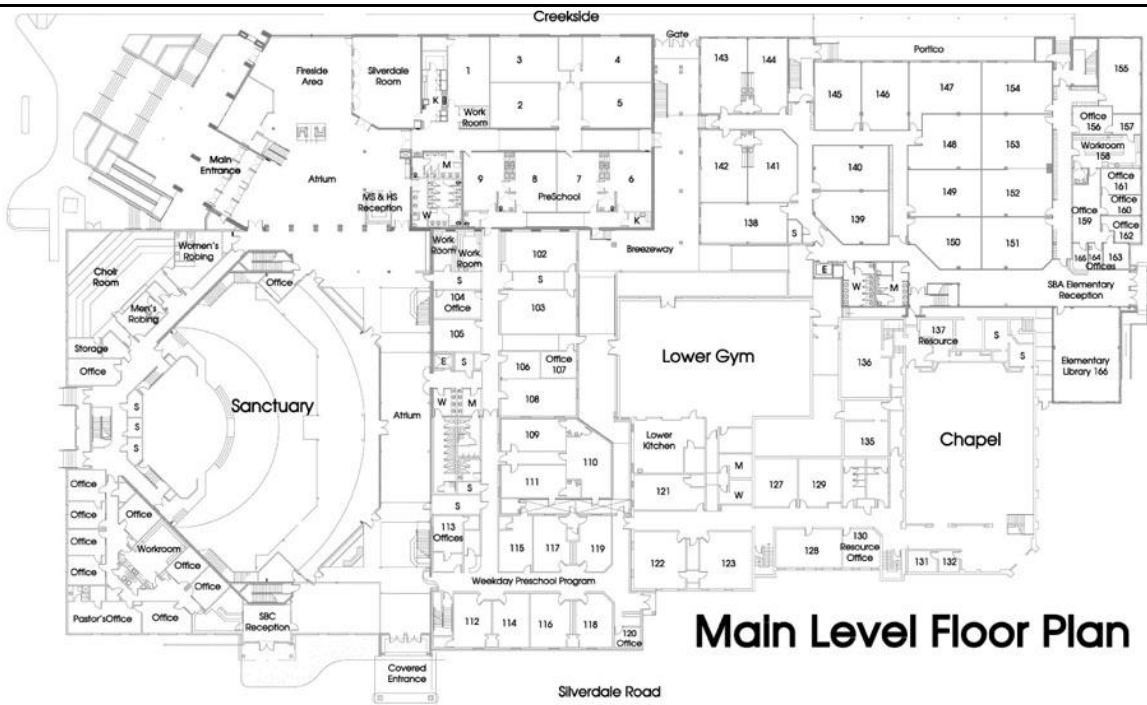
**NOTE: Please draw a diagram on another piece of paper indicating desired setup and attach it to this form.**

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I do hereby acknowledge that I have read and agree to all the Policies and Rules for the use of building and facilities of Silverdale Baptist Church, and I will be responsible for any damage to the building that results from my (our) use. I agree to leave the building clean and in order (unless Janitorial Fee is required). I understand that failure to fulfill these responsibilities could result in being denied use in the future and loss of deposit (if required).

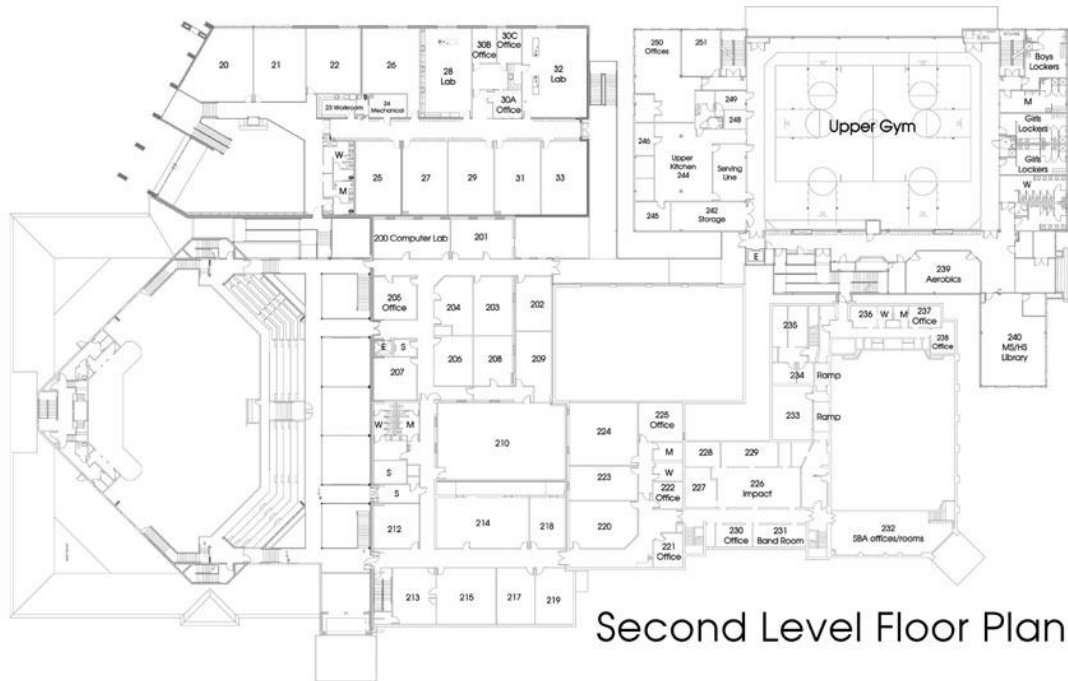
SIGNED: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

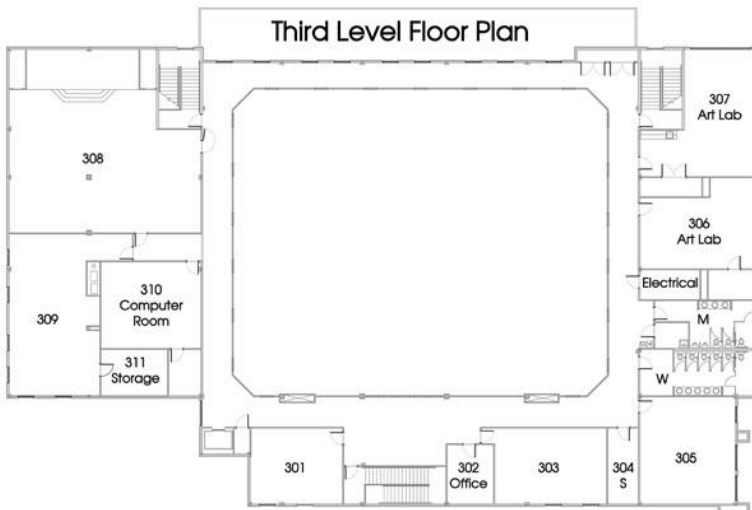
FEE REQUIRED: \_\_\_\_\_



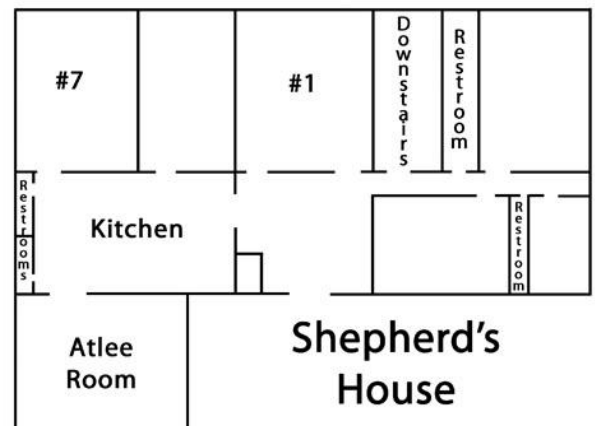
**Main Level Floor Plan**



**Second Level Floor Plan**



**Third Level Floor Plan**



**Shepherd's House**